

## GUEST•LOCK PROGRAMMING AND USER GUIDE

All locks are delivered with the following factory set codes:

**Master Code:**  **123456**

(Note: Master and Sub-Master Codes must be 6 digits.)

**Guest PIN Cancellation Code: 999**

Individual locks are programmed with a random 3 digit Lock Identity Code, Lock ID, shown on a tie-on label.

The locks are delivered with two keys. These are not required for general use and should be labelled with the appropriate door number and kept for use by a guest who cannot use a code number, or in a situation which requires a mechanical override, for example when a tradesman needs access.

The pre-set UNLOCK time after code entry is 6 seconds after which the lock automatically re-locks.

The CL2000H provides in excess of 80,000 openings from 2 x AA cells rated at 2,900 mAh.

The CL4000H provides in excess of 80,000 openings from 2 x AA cells rated at 2,900 mAh.


When battery power is low the red light will flash 5 times before the green light flashes to signal acceptance of a valid code. Batteries should be changed as soon as this happens, although the lock will continue to work for some days after the low battery warning.

### PROGRAMMING

It is easier to program the locks before they are installed. To avoid confusion the lock boxes should be labelled with the door number to which they will be fitted, and dealt with one at a time.

Before starting to program you should have a list of the doors on which to enter your Master Code and any Sub-Master Codes. The Lock ID should be entered against each door number.


#### PROGRAM 01 Change the Master Code (MC)

Example:  123456 • 01 • 667889 • 667889 ••

Result: The MC has been changed to:  667889

#### PROGRAM 02 Set or change a Sub-Master Code (SMC)

A SMC is programmed into all the locks in a particular section which will be the responsibility of one Room Service employee, and the SMC code should be noted against the appropriate door numbers.

Example:  667788 • 02 • 01 • 345432 • 345432 ••


(Note: '01' indicates that this is the first SMC in the lock.)

Result: Your new SMC is:  345432



**PROGRAM 03** Change the Lock ID

Example:  667889 • 03 • 123 • •  
Result: The Lock ID has been changed to 123

**PROGRAM 04** Change the Guest Code Cancellation number  
(Note: If this is necessary it should be changed in all the locks.)

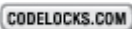
Example:  667889 • 04 • 911 • •  
(the number must be in the range 900 -999)  
Result: The Guest Code cancellation number has been changed to 911

A guest can change his personal code at any time without involving management as follows:

Example:  1234  • 5678 • 5678 • •  
Result: The guest has changed his code from 1234 to 5678.

**REVERTING TO FACTORY SETTING**

If the Master Code is not known the lock memory can be cleared and made to revert to the factory Master Code as follows:

- 1** Remove one battery.
- 2** Press and hold the '0' button, replace the battery, the green LED will flash twice, beep will sound twice, then release the '0' button.
- 3** Within 3 seconds press the '0' button 3 times. The green LED will light continuously for 7 seconds and then 2 beeps will sound. The lock will have reverted to the factory set Master Code  123456 and the factory set Cancellation Code 999, all other settings will be erased.

**After reverting to factory setting NOW enter your Master Code and reset Lock ID.**